

# **Administrative Guidelines 2015-2016**

## **What's New**

### **Section 1: Introduction**

#### **B. Roles and Responsibilities HIV/AIDS Section, Florida Department of Health:**

- Added verbiage regarding HAPC and contracts manager access to data collection systems in the first paragraph.

#### **C. Roles and Responsibilities Lead Fiscal Agencies (Contracted Agencies and County Health Departments)**

- Added “pending implementation of a statewide pharmacy formulary” to bullet regarding implementation of local formularies.

#### **J. Program References**

- Updated resources and links

### **Section 2 Contract Procedures and Restrictions**

#### **B. Advances**

- Deleted this section. Process for advances is determined by DFS.

#### **B.(formerly C.) Subcontractors**

- Deleted W-9 and Ryan White Comprehensive AIDS Resources Emergency Act Contracts/Subcontracts Review forms as they are no longer required.

#### **D. Medical and Non-Medical Case Management**

- The requirements for the AETC Medical Case Management Modules for case managers have changed. Please see section for details.
  - **1. Programmatic Information** –Deleted “Attend consortia meetings” from case manager supervisor responsibilities.
  - **2. Definitions** – Definitions now taken from the 2014 RSR Manual, verbiage added regarding use of the Referral for Health Care/Supportive Services line item for staff conducting eligibility.

#### **E. Required Data Elements**

- Updated link to RSR Manual

### **Section 4: Contract Monitoring**

- Removed statement regarding monitoring tool alterations.

## **Section 5: Reporting Requirements**

### **A Reporting Overview**

- Added help desk number as the method of contact for the Reporting Unit.

### **B. Report Submission**

- Updated table to delete Income/Expenditure Report and Implementation Plan, (Note: Revised Implementation Plan still required.)
- Client, Complaint, Grievance and Appeal log deleted as a monthly requirement. Contract managers and providers must still track complaints, appeals, and grievances but they are no longer required to submit a log to the Department on a monthly basis.
- ADAP Premium Plus Insurance Reports deleted. Refer to the ADAP Program for any report requirements.
- Final Expenditure and Reimbursement Report added.

## **Appendix E: Ryan White Program Definitions of Eligible Services**

- Line items which are not allowable by the state of Florida were removed. Some definition language was tweaked to coincide with definitions in the latest RSR Manual.

## **Appendix F: Units of Service – Definitions**

- Referral for Health Care/Supportive Services: added “per client per day” to unit of service definition

## **Appendix G: CAREWare Data Entry Requirements**

- Included note that document will be obsolete upon the release of the CAREWare Manual
- Removed Encounters Tab requirements for Medical Case Management Services

## **Appendix I: Contact Information**

- Information has been updated